

ENVIRONMENTAL HEARINGS OFFICE

Minutes of Meeting November 10, 2009 10:00 a.m.

The November 2009 meeting was called to order by Chair Andrea McNamara Doyle in the Boards' office in Lacey, Washington. Present were Chair Andrea McNamara Doyle, Board Members Kathy Mix and William Lynch, Administrative Appeals Judges Kay Brown and Phyllis Macleod, Administrative Manager Robyn Bryant, Hearings Coordinator Debbie Joblonski, and Administrative Secretary Janet Buechler. Minutes of the September 30 and October 13, 2009 meetings were read and approved as corrected.

Handouts were distributed for review which included the pollution, shoreline, forest practice, hydraulic, and environmental and land use appeals filed, a brief summary of all cases that have closed and the Case Statistics Report.

Electronic Records Presentation

Phyllis Macleod did a presentation on an e-mail filing/storage software that will potentially be used by the office to simplify public records storage requirements. She also spoke briefly about some of those requirements and stated there will be formal training for all office staff and outside board members later in the month by our assigned Assistant Attorney General and a Records Management employee.

Appellate Update

Chair Andrea McNamara Doyle reported that there was one new superior court appeal since the October 2009 meeting, *Friends of the San Juans v. San Juan County and Woodman*, SHB No. 09-010. In addition a decision was rendered in the *Kailin* case (SHB No. 07-025) by the Court of Appeals during the last month.

Financial Update

Robyn Bryant indicated that expenses are down so we are staying on track with our budget. Andrea stated that the Governor's budget will be released in early December and it is expected that there will be no new revenue but additional cuts. However, we will have no specific information until that budget is actually released.

Natural Resources Reform Group

Kathy Mix discussed the progress of the Natural Resources Reform Committee. The committee's recommendations have been formalized and are being presented to the Governor.

EHO Facility Update

Robyn and Andrea spoke about the fact that our current lease will be expiring in 2010 and the office is exploring opportunities for other space. This is being processed through regular channels through ongoing meetings with the necessary officials.

Administrative Issues

Andrea indicated there was a need to rework our standard form letters. A list of current forms and letters was distributed for review and comment. A plain talk committee was formed to make any necessary changes.

In addition, Kay Brown reported that the Subpoena forms had been finalized and placed on the EHO website with reference notations to our Frequently Asked Questions on the website for further information.

A discussion was held on the advantages of using AccuConference for all conference calls to eliminate any confusion caused by switching between calling out and using the call-in number. It was decided that AccuConference would be the default format used on all conference calls unless there was a minimum number of local calls only.

Meeting adjourned.

Janet Buechler
Administrative Secretary